

Item No. 9a

TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

Commission Meeting of May 25, 2010

Development Services

Department Submitting Request

Bud Bentley

Interim Assistant Town Manager

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input checked="" type="checkbox"/> May 25, 2010	May 14 (5:00 p.m.)	<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<input type="checkbox"/> Aug 24 2010*	Aug 13 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00p.m.)
<input type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (5:00 p.m.)	<input type="checkbox"/> Sep 27, 2010	Sept 17 (5:00 p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00p.m.)
		<input type="checkbox"/> Oct 12, 2010	Oct 1 (5:00p.m.)		
		* Subject to change			

NATURE OF AGENDA ITEM	<input type="checkbox"/> Presentation	<input type="checkbox"/> Resolution	<input type="checkbox"/> Manager's Report
	<input type="checkbox"/> Public Safety Report	<input type="checkbox"/> Quasi Judicial	<input type="checkbox"/> Attorney's Report
	<input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Old Business	<input type="checkbox"/> Other
	<input type="checkbox"/> Ordinance	<input type="checkbox"/> New Business	

SUBJECT: Application to use Jarvis Hall for a Fish Fry on Wednesday, October 6, 2010. The event organizer is the Lauderdale-By-The-Sea Chamber of Commerce.

EXPLANATION:

The attached Staff Reports (**Exhibit 1**) outlines the conditions recommended if the Commission approves this application.

The Chamber completed the attached special events application (**Exhibit 2**).

Section 17-101 to 17-107 of the Town Code sets out the requirements for the use of Jarvis Hall. The Chamber's application appears to comply with all of the requirements of Town Code.

STAFF RECOMMENDATION: Approve the special event application with the condition stated in the staff report (**Exhibit 1**) and determine if parking fees shall be waived.

BOARD/COMMITTEE RECOMMENDATION: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS: **The applicant bear all costs associated with conducting this event.**

<input type="checkbox"/> Amount \$ _____	<input type="checkbox"/> Acct # _____
<input type="checkbox"/> Transfer of funds required	<input type="checkbox"/> From Acct # _____
<input type="checkbox"/> Bid	<input type="checkbox"/> Grant <input type="checkbox"/> Amount represents matching funds

Town Attorney review required
☐ Yes ☒ No

Town Manager's Initials: *CM*

Attachments

Exhibit 1

SPECIAL EVENT STAFF REPORT

FROM: JEFF BOWMAN, DEVELOPMENT SERVICES DIRECTOR.

SUBJECT: SPECIAL EVENT PERMIT APPLICATION (FISH FRY, OCTOBER 6, 2010 LBTS CHAMBER)

DATE: MAY 25, 2010 COMMISSION MEETING

The permit application for the event listed above was reviewed by Town staff and the following conditions are recommended:

1. The applicant shall secure general liability insurance with a minimum coverage of \$1,000,000 per occurrence and the Town be named as an additional insured. (Section 17-104 requirement)
2. Applicant shall secure the appropriate state permit(s) for the sale of alcohol.
3. Applicant shall file insurance and state alcohol sales permit documentation with Town at least two weeks in advance of the event. Commission approval of this event shall be withdrawn without further action of the Town if applicant fails to file documents by the deadline; unless, the Town Manager grants an extension due to extraordinary circumstances.
4. Applicant to provide additional waste receptacles. The number and location to be specified by the Director of Municipal Services. At the end of the event, the Chamber shall to empty the Town's waste receptacles within the event area and remove the applicant provided waste receptacles.
5. All cooking shall be performed in the Jarvis Hall kitchen using the kitchen hood and fire system. Cooking may be allowed outside in a control area subject to Fire Department and Town approval. The applicant shall arrange for a fire inspection, which it must successfully pass, prior to opening the event to the public.
6. The Chamber shall coordinate with Town staff on the use staff parking (after staff leaves for the day) at Town Hall.

Exhibit 2



SPECIAL EVENTS APPLICATION

This completed application must be submitted with a \$100 application fee to: Town Manager's Office, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610, for approval 60 days prior to the date of the event (an approved certificate of liability insurance must be received 30 days prior to the event date.)

This application is available on the Town website at www.lauderdalebythesea-fl.gov.

Phone : (954) 776-0576

Fax : (954) 776-1857

All special event applications are subject to approval of the Town Commission. The Special Event Permit, when issued may state conditions which must be met for the event to be held. The applicant shall be responsible for securing and paying for all licenses, and permits required by any governmental agency having jurisdiction, providing the Town evidence of all required insurances, and providing evidence of organization and/or charity.

APR 16 2010

PLCP DIVISION

1. Name of event: Fish Fry
2. Day and date of event: Wednesday Oct 6 New event ☐ Returning event ☐
3. Location where event will be held: Jarvis Hall
4. Description of Event: Locals Gathering
5. Name and address of sponsor or hosting organization:
LBTS Chamber
4201 Ocean
6. Name(s) of local contact person(s) who will be present each day of the event:
Paul Novak Judy Swaggerty
Mailing address: 4201 Ocean
Daytime phone#: 776-1000 Evening phone#: _____ Mobile phone#: 815-7510
Email: lbts@bellsouth.net Fax#: 296-5583
296-4203
7. What is the actual beginning and ending time of the event? 5:00 - 8:00 pm
Start of set-up time? _____ End of tear-down time? 9:00
8. What type of audience is the event planned for? Locals / Families
9. How many participants do you anticipate? 50-60 spectators? n/a adult volunteers? n/a
10. Are there fees for the participants or spectators? yes Will fees be collected on-site? yes

DETAILED SITE PLAN (required)

11. A detailed site plan must be included with the application. Draw a plan on page 6 or attach separately to this application. Identify any street closures or public parking areas affected. Briefly describe the proposed route for parades, runs, walks, etc and include route on detailed site plan.

STREET CLOSURES

12. Are you requesting that any public streets be closed for the event? Yes _____ No X

If yes, indicate the streets and blocks and times the closure is requested:

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage.

13. Please list your traffic control contractor, if applicable: _____

VEHICLE LOADING/UNLOADING

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? _____

If yes, please indicate the location and times loading and unloading would occur: _____

PARKING

Include detailed site plan indicating how on and off street parking will be accommodated. Information on signage must include location, colors, size and number of signs. Indicate signage to be placed in any right of way that directs traffic to the event and their approximate size. If you are requesting that vehicles be permitted to drive or park on Town property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Applicant shall be responsible for restoration of any damage to Town property

15. Are you requesting use of Town parking meter spaces for the event? Yes X *existing parking* No _____

If yes, provide the meter numbers on the site plan and purpose for which they will be used.

~~Town wide 4-9 withdrawn~~

*enforcement at
Town Hall*

Unless the parking meter fees are waived by the Town Commission, all fees must be paid at the beginning of the month of the event.

SIGNAGE

Will signs be erected for the event? Yes _____ No X Number of signs _____ Size _____ sq.ft.

Location of signs _____

Locate signs on detailed site plan.

5-18
Revised

OFF DUTY POLICE/CODE COMPLIANCE OFFICERS

Off duty police officers are required for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Applicant is responsible for additional code compliance officers to ensure compliance with Town codes.

16. Do you anticipate hiring off duty police/code compliance officers for your event? Yes _____ No X

ANIMALS

17. Any exhibition or similar undertaking in which animals are required to participate in performances for the amusement or entertainment of an audience is subject to Town Commission approval. Are animals included in your event? Yes _____ No X

SOUND SYSTEMS

18. Request to use amplified sound on public property-the following is requested:
_____ Amplified sound/speaker system X Live music _____ Recorded music

CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant.

19. Please name the contractor or organization, including phone number who is responsible for:

Clean up of the event site: Chamber

Removal of trash from the event site: _____

TOWN UTILITIES

Electrical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. Indicate generators and fuel storage locations on the detailed site plan.

20. Will the event require the following on public property? N/A
_____ Electrical power-Describe use: _____
_____ Water – Describe use: _____

VEHICLES ON PARK GROUNDS

21. Vehicles are not allowed to drive or park randomly on the turf of Town property or park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across them.

RESTROOMS (refer to item #9)

22. Will additional restroom facilities be brought to the event site? NO If yes, how many? _____

A Broward County permit is required for portable toilets. The number of portable toilets required for events with fewer than 1500 participants is as follows; 1 toilet per 75 males, 1 per 40 females. Ratio of male to female is 50/50. Separate male and female handicap accessible restrooms are required. Business locations that exceed the required # of restroom facilities may count the extra facilities toward calculating the total number required. For additional information, please contact the Building Department at 954-492-1830.

TENTS/CANOPIES/STAGES

Tents, canopies (larger than 120 sq.ft. or multiple tents without separation) and stages require a Broward County Permit, contact Broward County.

23. Please indicate if any of the following will be assembled at the event and locate on the site plan.

____ Tent (size: ____ x ____) ____ Canopy (size ____ x ____) ____ Stages ____ Bleachers

The use of tents requires a review by the LBTS Fire Marshal, with approval labels attached to the tents and canopies. Tents are generally defined as temporary structures having two or more sidewalls or drops. Rental agencies must provide documentation of the flame spread labeling for submittal with application. Stages and bleachers must include product approvals that are supplied by the manufacturer.

FIREWORKS (Fireworks require a separate permit approval process and application)

24. Are you requesting approval to discharge fireworks at the event? Yes _____ No X

FOOD

25. Will food be served at the event? Yes X No _____ If yes, is the food provided:

Free of charge _____ Available for purchase X Non-Profit _____ For profit _____
Please list the types of food you are serving: Fish / Fries / Cole Slaw

Cooking Equipment: Fryers? X Charcoal Grills? _____ Propane Grills? _____ Concession trailers? _____
Open fires? _____ Warmers? _____ Sterno? _____ Smokers? _____ Hoods? _____ Refrigerators? _____

Are you requesting approval to offer other items for sale at the event? Yes _____ No X
List other items _____

EVENT CONTRACTOR

26. Please name your event contractor, if applicable: _____

ALCOHOL

27. Are you requesting that alcohol be served or sold at the event? yes Beer/Wine Only
If yes, please provide copy of appropriate State license.

PERMISSION OF THE PROPERTY OWNER

28. An event held on property that is not owned by the applicant requires the permission of the property owner. Include a notarized affidavit in the permit submittal including the beginning and ending dates.

RIDES (rides may require a State of Florida inspection)

29. Are rides to be included in the event? Yes _____ No X

Types: Mechanical/Electrical _____ Inflatable (bounce house etc.) _____ Manual (slides, trampolines) _____

Include a copy of the contract(s) with any provider of rides, mechanical devices and amusements.

FIREWATCH

30. If determined in the review of the application, the applicant must provide for a fire watch and/or an EMS Crew during the event. Large events or those using combustible materials may require qualified stand-by personnel and the appropriate equipment.

LICENSES

31. Copies of State and County licenses for vendors and contractors, as required.

INDEMNIFICATION

32. Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event Area, and arising from the use of the Town property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as set forth above.

Applicant shall save the Town harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

STATEMENT OF BENEFIT

33. If the applicant is seeking sponsorship/co-sponsorship from the Town of Lauderdale-by-the-Sea, a Statement of Benefit is required by Town Code and must be submitted with application.

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Insurance Certificates or Binders establishing proof of coverage of general liability insurance listing the Town of Lauderdale-By-The-Sea as additionally insured must be provided for permit to be issued.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application is not permission to violate any laws, ordinances or statutes. The Sheriff's Department has the authority, in the interest of the public welfare, safety, or order to terminate the event without notice. Additions and/or revisions to this application shall be submitted in writing.

The Applicant shall keep safety inspection and financial records of the event sufficient to document all revenues generated by the event. These records shall be open for audit by the Town in the event the Town acts as sponsor or co-sponsor of the event.

Judy Swaggerty
Applicant's Signature (required)
Judy Swaggerty
Applicant's Printed Name and Title/Organization
Executive Director

4/9/10
Date
776 7000
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,
by Judy Swaggerty who is personally known to me/provided _____ as
identification and who did/did not take an oath.

Veronica Pietronuto
Notary Public, State of Florida

My Commission Expires:

NOTARY PUBLIC-STATE OF FLORIDA
Veronica Pietronuto
Commission #DD685093
Expires: JUNE 13, 2011
BONDED THRU ATLANTIC BONDING CO., INC.

DETAILED SITE PLAN

A detailed map of the event site **MUST** be drawn here or attached to this application.

The following must be identified and labeled:

- | | |
|--|---|
| 1. The site of the event (label streets, etc.) | 6. Canopies, tents, stages |
| 2. Routes for races, parades, etc. →→→ | 7. Alcohol serving/consuming areas |
| 3. Fencing (if known) X—X—X | 8. Barricades (if known) |
| 4. First aid facilities + | 9. Off duty police officers (if known) |
| 5. Restroom facilities (incl. portable) | 10. Rides and Amusements |
| 6. Parking (location and number of spaces) | 12. Signs (location, size, color and wording) |

